



**US Army Corps  
of Engineers**  
Engineer Research and  
Development Center

# Information Bulletin

Topographic Engineering Center

*U.S. Army 1999 Research & Development  
Organization of the Year*

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## OFFICIAL

### Celebrate the Vision

All TEC members are encouraged to attend the "Celebrate the Vision" activity in Conference Rooms I, II and III on May 22 at 2 p.m. There will be a short videotape of Dr. Houston and Lt. Gen. Flowers. Frank Capece will provide more details on the Vision and Campaign Plan. The Vision and Campaign Plan can be viewed at <http://corpsinfo.usace.army.mil/mp/n/50th/>. This is an Intranet site, inaccessible by those outside the Corps, so you may download these documents to share them externally. Periodically visit the site to assure you have the current version of the Campaign Plan.

A Strategic Vision brochure and a highlighter will be passed out during the celebration. Refreshments will be served in the Snack Bar.

### EEO Departure

The EEO Officer Norma Gibbons departed TEC for a promotion at the Department of Transportation on May 16. Anyone needing assistance can contact one of TEC's EEO Counselors: Kennetha King-Lee and Rodney Rodgers or the ERDC EEO at (601) 634-3743/2510/3631.

The TEC employee's Special Emphasis Programs Committee also has been established. The members are: Marty Belokon, Denise Hovanec, Norma Lettmann, Marilyn Aber, Daniel Costanzo and Tammy Scroggins

A recruitment action to fill the position is being coordinated by ERDC EEO.

### Calendar of Events

May 15-July 31	Thrift Savings Plan Open Season
May 22	Celebrate the Vision Activity in Conference Rooms I, II and III at 2 p.m.
May 22-24	CATTMIC 2001 Defense Systems Management College (Scott Hall) Fort Belvoir
May 23	Tour for Brig. Gen. Raymond Odierno (ODCSOPS-FM) and Brig. Gen. Steven Hawkins (Director of Military Programs, HQ USACE)
June 20	Engineer Day – Conference Rooms 1, 2 and 3 - 9 a.m. to Noon
June 28	TEC Open House/Picnic – Veteran's Park - Woodbridge

### Mentoring

In response to numerous requests for information on mentoring, the following summary has been prepared. While the ERDC does not have a "formal" mentoring program, mentoring is encouraged by ERDC management as a very beneficial and effective means of transferring

experience and knowledge. The Training Program Coordinator (Susan Koh, (603) 646-4500) is available to provide assistance on any mentoring issue.

### ***What exactly is mentoring?***

Mentoring is a systematic way to capitalize on the experience and knowledge of a successful role model (the Mentor), who voluntarily transfers this experience and knowledge to a specific recipient (the Protégé).

### ***What's the value of mentoring?***

Mentoring can offer the most effective type of training and education – a personalized, one-on-one approach to growing and developing a workforce. Mentoring can provide the protégé with information and advice on topics not usually covered in formal classes, such as organizational values, organizational politics, suggestions on contacts and resources, and corporate knowledge. Mentoring can build solid relationships between mentor and protégé.

Mentors can benefit by developing wider contacts with newer employees throughout the organization, and maintaining a view of the organization through the eyes of more junior employees.

Organizationally, mentoring provides a cost-effective method to supplement training and developmental assignments, improve employee morale, provide improved cross-organizational communication, transmit organizational values, and reduce voids in corporate knowledge left by retirements and turnover.

### ***What makes a successful mentor/protégé relationship?***

Having a clearly defined goal to be achieved by the mentoring relationship and a fixed period of time for the relationship are key elements for success. The goal(s) and timeframe should be clearly understood and stated in writing. The mentoring relationship can be renewed with new or additional goals, or a new mentor can be sought who offers different experiences and knowledge, depending on the protégé's needs. Each mentoring agreement should have a regular schedule and place for the mentor and protégé to meet; otherwise, the protégé, who is usually unequal in power to the mentor, may be reluctant to initiate the meetings.

A third party, or Mentoring Program Coordinator, can ease situations where mentor/protégé are not achieving their goals and want to terminate the relationship, and can assist in matching a mentor to a protégé with particular goals. Mentoring groups or circles, where two or more mentors work with a small group of protégés, can alleviate one-on-one concerns or discomfort, and make more efficient use of time.

All mentor/protégé relationships must be voluntary to be effective. Each party must be comfortable with their role.

### ***What are common pitfalls of mentoring relationships?***

Most common pitfalls to successful mentoring include unclear expectations, schedules that aren't adhered to, misperception that a powerful mentor will enhance the protégé's career possibilities, lack of time, and lack of comfort with the relationship.

Organizational pitfalls include mandating mentoring programs, not ensuring supervisory approval of job-related mentoring through the IDP process, over-formalized programs that focus on reporting and process rather than the transfer of knowledge and experience, requiring that mentoring relationships be one-on-one, and not providing training on how to mentor and coach.

### ***What is a mentor's role?***

- share knowledge and expertise
- advise protégés about organizational issues

- identify goals, contacts, and resources
- help set personal-development expectations, assessing progress
- work with protégées to identify and implement an applied project
- ensure supervisory approval of time spent as a mentor

***What's the protégé's role?***

- develop specific and realistic goals, short and long-term
- ensure supervisory approval, documented on the IDP, if mentoring is job-related and duty time is appropriate
- actively participate in dialogues with the mentor by seeking feedback, asking specific questions, accepting constructive comments
- respect the mentor's time, adhere to scheduled meetings

***I am interested in being a mentor/protégé, what do I do?***

If you have specific career-development goals that you feel will be best achieved through a mentoring relationship, discuss these goals with your supervisor during your IDP counseling sessions. If your supervisor agrees that mentoring will be appropriate for achieving your goal, s/he should assist you in finding an appropriate mentor.

If you are interested in being a mentor, make your interest known through management and supervisory circles, and the particular areas where you have or would be willing to offer expertise.

The **ERDC Training Program Coordinator** (Susan Koh, (603) 646-4500) can offer assistance in making mentor/protégé matches and facilitating agreements.

**National Safe Boating Week May 19-25**

The theme for National Safe Boating Week 2001 is "Boat Smart from the Start. Wear Your Life Jacket." The National Safe Boating Council reports that each year between 700 and 800 people die in boating-related mishaps. None were wearing personal flotation devices (PFD). Boating is so dangerous you can't take anything for granted. The old maxim "If something can go wrong, it will" applies for those who don't observe basic precautions. Want to make a difference? Be proactive. Use the risk management process to prevent boating mishaps. Here's how:

- **Identify hazards** – the biggest are: inexperience, overloading, life jackets stowed or not working, alcohol and extreme weather.
- **Assess risk** – concentrate on the critical ones-those that are likely to cause death. They're the ones whose potential for serious harm is so great immediate action is required.
- **Make risk decisions** – identify controls for the most serious ones first. This might include delaying your fishing trip because of changing weather, choosing a larger rental boat. Taking fewer passengers, and wearing your PFD. Accept risk only when benefits outweigh the cost.
- **Implement control** – take a Small Boat Safety Course. Carry no more than the number of passengers the boat's maximum capacity allows. Keep throwable life jackets within reach and require passengers to wear them. Don't drink alcoholic beverages before or during the outing and monitor weather conditions. Contact the National Safe Boating Council at (740) 666-3009 or visit their web site at [www.safeboatingcampaign.com](http://www.safeboatingcampaign.com) for other safety controls.
- **Supervise (evaluate)** – monitor effectiveness of controls and watch for changes.

The risk management process is everyone's responsibility. Do your part. Be a lifesaver. Wear a life jacket. It floats, you don't. (Michael Kennedy, Safety Manager, DSN 738-1079, (254) 288-1079, [Kennedymichael@otc.army.mil](mailto:Kennedymichael@otc.army.mil))

## **Web Sites**

### **ERDC R&D Personnel Evaluation Process Information**

<http://erdcinfo.erd.usace.army.mil/training/careerindex.htm>.

### **Ethics Training**

<http://erdcinfo.erd.usace.army.mil/training>

### **ERDC Awards**

(<http://erdcinfo.erd.usace.army.mil/training/awards/awards.htm>)

### **Local College and University Links**

<http://erdcinfo.erd.usace.army.mil/training/collegelinks.htm>.

### **Lab Demo Statistics Available on Intranet**

<http://erdcinfo.erd.usace.army.mil/hr/labdemo/index.htm>

### **ERDC Intranet Notes: Personnel Directories**

<http://erdcinfo.erd.usace.army.mil>

### **Site Bulletins Available on Intranet**

<http://erdcinfo.erd.usace.army.mil/command/index.htm>

### **ERDC Travel Update**

<http://erdcinfo.erd.usace.army.mil/lmo/travel/index.htm>

### **ERDC Publications on Internet**

<http://erdc.usace.army.mil/pubs/index.htm>

### **ERDC Job Vacancies**

<http://erdcinfo.erd.usace.army.mil/hr/vacancies/index.htm>

<http://www.cpol.army.mil/va/scripts/public.html>

<http://www.usajobs.opm.gov/a9.htm>

### **Proposed OPM Product Design for Long-term Care Insurance Program**

<http://www.opm.gov/insure/ltc/design/introduction.htm>

### **Basic Financial Management (web-based) Training**

<http://pdsc.usace.army.mil>

### **Commander's Mailbox**

ERDC team members are reminded that an electronic mailbox has been established to allow employees to send questions and/or comments to the Commander. If an employee wishes to remain anonymous, his or her name will be deleted from the question before it is forwarded to the Commander for comment. Employees' questions will be answered via return e-mail.

Answers to anonymous and frequently asked questions will be posted in the Employee Information Bulletin.

The address in Outlook is, "ERDC Commander." Again, all information is kept strictly confidential and all questions are addressed directly by the Commander.

FOR THE DIRECTOR

JACKIE L. BRYANT  
Public Affairs Office

## **U N O F F I C I A L**

### **The Used Book Sale Continues . . .**

The TEC Picnic Committee Used Book Sale was a huge success. A special note of thanks to all who donated books to the used book sale. And, especially thank you to everyone who participated by stopping by and buying books, videos and CDs.

The books, videos, and CDs remaining from last week's book sale will be on sale in Jerry Breen's old office (across from 642) until COB June 1. Nobody collecting money - payment will be based on the honor system. Once you've collected the items you want, please put the money in the coffee can near the entrance to Jerry's office. Hours of the sale will be from 10 a.m. to 2:00 p.m.

The prices are:

Paperbacks (all sizes): .25

Hardbacks(all sizes): .50

Videos: \$1

CDs: \$1

**(Note: After June 1, all remaining books will be donated to Goodwill.)**

### **Cake Auction Yields Big Bucks**

Thanks to all who either donated or purchased baked goods at the Cake Auction. Top sellers were:

Strawberry Cake – made by Annie Snead and purchased by Charlotte Lemen for \$45

Classic Lemon Cheesecake – made by Charlie Sell and purchased by Charlotte Lemen for \$45

Cheesecake with ginger-glazed fruit – made by Demetra Voyadgis and purchased by Denise Hovanec for \$42

Chocolate Trifle – made by Delma Del Bosque and purchased by Charlotte Lemen for \$35

Mocha Brownie Cake – made by Charlie Sell and purchased by Steve Benzek for \$35

The Auction netted \$417.

### **For Sale**

1988 Ford F150 Pickup Truck. One-owner, excellent condition, 4x2 custom, 5-speed, 300 CID, 6 cylinder, 137,000 miles, air con, AM/FM/CD, Cap and bedmat - \$3500 or best offer. Call Sandy at 703-428-6700 or 703-971-2509.